

Environmental Health Specialist Training Plan CHECKLIST

This checklist outlines the minimum requirements for an approved training plan, and applies to individuals who possess a letter certifying eligibility to become an environmental health specialist trainee from the State Department of Health Services (DHS) registered environmental health specialist (REHS) Program. Training will follow the requirements of the California Health and Safety Code (CHSC), Section 106665, and must be submitted for approval by the Environmental Health Specialist Registration Committee (EHSRC). Trainees are limited to a three -year appointment after which they must pass the REHS exam or be dismissed as a trainee.

All trainees shall complete basic training in at least 6 program elements. The first three elements must be selected from the following:

- Food Protection
- Solid waste management
- Liquid waste management
- Water supply
- Housing and institutions
- Bathing places
- Vector control
- Hazardous materials management
- Underground storage tanks

The second three elements may include any other basic element, any of the elements not selected above and/or any of the following:

- Air sanitation
- Safety and accident prevention
- Land development and use
- Disaster sanitation
- Electromagnetic radiation
- Milk and dairy products
- Noise control
- Occupational health
- Rabies and animal disease control



Required training hours and experience vary depending on specific course work completed by the applicant. CHSC, Section 106635 describes five education, experience, and training options. The options are summarized below. Option V has no requirement for training or experience and graduates from an approved university program are eligible to take the exam.

OPTION	Total Experience	Training Hours Primary Elements /1	Training Hours Secondary Elements/2	Total Training Hours/3
I	18 months	120 each = 360 total	80 each or 240 total	600
II	12 months	90 each = 270 total	60 each or 180 total	450
III	9 months	60 each =180 total	40 each or 120 total	300
IV	6 months	40 each = 120 total	27 each or 81 total	201
V	None			

/1 Each of the primary elements shall equal 20% of the training hours.

/2 Total training hours in the secondary elements shall equal 40% of the training hours.

/3 Direct field supervision will be provided by a REHS for a minimum of 150 hours.

Roles and Responsibilities

(1) Training is accomplished by assignments chosen by the employer under the supervision of a REHS.

(2) Previous training and experience may be credited toward the requirement if determined by the department to be equivalent to a local environmental health jurisdiction.

(3) Training **shall** consist of the following:

- A minimum of 20 hours per month field instruction with direct supervision by a REHS in the first 6 months.
- Independent time with adequate supervision and guidance.

(4) Training **may** include the following:

- Office training, pre-testing and post-testing.
- Lectures.
- Adequate office time for study and review.

The following documentation is the minimum required by the Act:

- (1) A daily log shall be maintained by the trainee and the Director. The daily log shall be verified by the trainee's supervisor on a weekly basis.
- (2) The training coordinator shall prepare a short narrative or copies of the monthly schedule of the trainee's progress for the Director monthly.
- (3) The Director shall review the trainee's records monthly and certify their accuracy quarterly. A sample form for the quarterly certification is attached.
- (4) The Director shall forward certification to the department once the training is complete. The certification shall include the program elements; hours of direct training and total hours; dates of full or part time employment and a statement that the trainee followed the approved training plan. A sample form for certification of completion of training and experience is attached.
- (5) The Director shall notify the department within 30 days of hiring or terminating a trainee.
- (6) Copies of the trainee's daily log and monthly summaries shall remain in the trainee's personnel file for one year after the trainee successfully passes the examination.

Training Activities

The EHS trainee assumes progressive responsibility for conducting inspections and investigations. Training opportunities provided by private companies, such as "HAZWOPPER", food safety certification, or Manager of Landfill Operations (MOLO) are acceptable training options, as are training venues provided by public entities such as the California Integrated Waste Management Board; Cal EPA; Mosquito Abatement Districts; University of California Extension; Air Resources Board; or the Regional Water Quality Control Boards.

Training activities may consist of the following inspection and reporting techniques:

- joint initial inspections to observe the inspection process;
- conducting inspections with direct one-to-one REHS supervision;
- conducting independent inspections followed by review and consultation with REHS oversight;
- collecting environmental samples;
- operating monitoring equipment, including calibration and cleaning;
- documenting conditions with properly identified photographs;
- reviewing facility records for required documentation;
- writing reports and formal correspondence;

- phone calls and personal interviews;
- use of “chain of custody;”
- issuing Notices of Violation, Compliance Orders and Citations;
- making referrals to other agencies;
- researching and reviewing statutes, regulations and code sections;
- conducting disease surveillance; and
- Investigating nuisance, public or environmental complaints.

Suggested Training Plan Documentation Forms

- **EHS Trainee Daily Log and notes**

A daily log documents the date, program element, contact person or department, and site location of the training. Notes are made in the field concerning references, additional contacts, important citations, methods, paperwork, and procedures learned. The daily log is reviewed and signed by the REHS Training Coordinator on a weekly basis.

- **Monthly Schedule**

A monthly schedule tracks the cumulative progress and plans for additional training, specifying hours of direct one-to-one supervision and total training hours by program element. It summarizes the training experiences and activities performed by the trainee and is signed by the Training Coordinator and prepared for the Director.

- **Quarterly Certification of Training and Experience**

A quarterly certification form is signed by the Director verifying the accuracy of the records and is kept in the trainee’s file.

- **Certification of Completion of Training and Experience**

Upon completion of all required training elements and hours, the certification form is signed by the Director and forwarded to the REHS Program Administrator.